

McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Composition I

Engl - 1301 - 204

Dr. Reid Makowsky

NOTE: This is an 8-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Course Description:

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communication, and critical analysis.

Prerequisites and/or Co-requisites:

Passing score on writing portion of MCC placement test or credit for ENGL 0301 or INRW 0402

Instructor Information:

Instructor Name: Dr. Reid Makowsky

MCC E-mail: rmakowsky@mclennan.edu

Office Phone Number: 299-8908

Office Location: FOB 218

Office/Teacher Conference Hours: By Zoom appointment

Required Text & Materials:

Title: *The St. Martin's Guide to Writing*

Author: Axelrod and Cooper

Edition: **12th**

Publisher: Bedford/St Martin's

ISBN: **978-1-319-10438-2**

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at

<http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

We will learn together both in person and online. In the classroom, our time will split between lecture and class discussion/questions. Online, you will read additional material, submit assignments, and use discussion boards.

A special COVID note: because our classrooms can hold so few people right now, the class will be split in two. On one day, half the class will meet, on the other, the other half will meet. I will present the same material both days, so there will be no need to livestream the meeting you are not attending.

ENGL 1301 Essay Guidelines:

The great majority of your grade depends on four major essays. Here are some things to remember about these assignments:

1. You lose one letter grade each day an essay is late.
2. All essays involve prewriting.
3. I grade these essays using the questions on the Peer Review sheet.
4. **All essays must be submitted to Brightspace. If you need help, contact the Help Desk at 299-8077.**

Course Grading Information:

The grades will be distributed as follows:

Essay 1: 10%

Essay 2: 15%

Essay 3: 20%

Essay 4: 25%

Response Essays: 20% (5% Each)

Daily Grades and Class Participation: 10%

Intentional plagiarism on any of these essays will result in an irrevocable grade of 0 for that assignment. Two instances of plagiarism will result in failure for the course, and referral to College authorities.

Course Outline or Schedule:

Unit 1: Personal Essay

Week of 10/19: Read Syllabus, Read Introduction to Unit 1 on Brightspace. Read Ch. 1 of St. Martin's Guide.

In class: Discuss Syllabus and Chapter 1.

Week of 10/26: Read Ch. 2. **Response Essay 1 due Monday night.**

Outline for Major Essay 1 due Thursday night.

In class: Discuss Chapter 2 and Major Essay 1.

Unit 2: Explanation Essay

Week of 11/2: **Major Essay 1 Due Monday night (submit SmartThinking report at the same time). Response Essay 2 due Thursday night.**

In class: Begin discussing Unit 2 and Essay 2

Week of 11/9: Read Ch. 4. **Outline for Major Essay 2 due Monday night. Major Essay 2 Due Thursday night (submit SmartThinking report at the same time).**

In class: Discuss chapter 4. Begin discussing Essay 3

Unit 3: Review Essay

Week of 11/16: Read Ch. 8 pp. and film and restaurant reviews posted on BS. **Response Essay 3 Due Monday Night. Outline Major Essay 3 due Thursday night (submit SmartThinking report at the same time).**

In class: Discuss reviews in Chapter 8, citing sources

Unit 4: Proposal Essay

Week of 11/23: **Major Essay 3 Due Monday Night.** Read Wendell Berry's "Solving for Pattern" (on Brightspace). **Response Essay 4 due Thursday night.**
No class meetings.

Week of 11/30: Read ch. 7. **Outline 4 due Thursday night (turn in earlier if possible).**

No class meetings.

Week of 12/7: **Major Essay 4 Due Monday night.**

No class meetings.

Late Work, Attendance, and Make Up Work Policies:

1. No make-up daily work is permitted except in special cases.

2. If you want to do well in this course, you need to do all of the reading and should plan to attend all class meetings.
3. **If you miss more than 1/4th of class meetings and/or assignments, you will receive a grade of “W” or “F”, depending on whether you were passing.**
4. If you arrive after class has begun you will be counted tardy. Three tardies equal one absence.
5. If you arrive more than 15 minutes late, you will be counted absent.
6. **Students who text or otherwise use their phones in class will be counted absent.**
7. **Students who do not bring the necessary books to class will be counted absent.**

Student Behavioral Expectations:

Students are expected to maintain classroom decorum that shows respect for other students and the professor. Be on time. Be attentive. Be off your phone.

*** [Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](#)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

*** Click Here for more information about Title IX**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*